

Fiscal Accountability Policies / Procedures

To protect the integrity of funds received under the Child and Adult Care Food Program (CACFP) the following operational procedures must be followed by all employees involved in the purchasing and payment of charges that will be billed to the food service account

Processing of Claim for Reimbursement

- 1) All meal count forms must be submitted to the *(insert name of local agency)* finance office not later than the 5th of each month.
- 2) Upon receipt of the meal count forms, finance personnel will compile the claim(s) for reimbursement to be submitted to the Office of Finance and Management (F&M) within the SD Department of Education.
- 3) All claims will be submitted to the F&M office not later than the 10th of the month.
- 4) A copy of all claims will be maintained in the appropriate file for the month.

Receipt of Funds

- 1) Upon receipt of the reimbursement check or direct deposit from the F&M office, finance personnel will compare the amount received to the amount expected by reviewing the claim form that was originally submitted.
- 2) If there is a discrepancy in the amount submitted on the claim and the amount received, the difference will be reconciled within 3 business days by finance personnel. If required, the F&M office will be contacted to verify the correct amount.
- 3) If not direct deposited directly into the food service account, once the amount is verified as correct, the money will be deposited into the food service account specified for CACFP expenses within 2 business days by personnel in the finance office.
- 4) Finance personnel will record the amount of deposit on the CACFP account ledger within 24 hours of deposit of the funds.
- 5) If payments need to be made to specific sites the disbursement of these payments will occur within 5 days of the receipt of the monies from the F&M office.
- 6) If a check is not received from the F&M office by the last working day of the month, finance personnel are expected to contact the F&M office to determine a reason for the delay in payment.

Purchasing

- 1) Purchase orders are required for all purchases exceeding \$20 and must be approved in advance of purchase by the finance office. Purchase orders must include a description of the items to be purchased along with an estimated cost for the total purchase prior to approval.
- 2) When making a purchase employees must use approved vendors. Approved purchase orders should be submitted to the vendor prior to the start of the sale.
- 3) Receipts must be obtained at the time of purchase. These receipts must be itemized for all items purchased and must include the date of purchase.
- 4) All receipts must be reviewed with a critical eye using the guidelines established by FNS 296-2 Rev. 3 for allowable costs in the CACFP.
- 5) If non-Program related purchases are made at the same time as Program purchases, these non-Program items must be highlighted on the receipt.
- 6) All receipts must be submitted, with an approved and completed purchase order, to the financial office within 5 business days of purchase.

Processing of Payments

- 1) Upon receipt of an approved purchase order and receipt of purchase, payments must be processed within 10 business days.
- 2) Prior to the payment of bills using CACFP funds all receipts must be reviewed with a critical eye using the guidelines established by FNS 296-2 Rev. 3 for allowable costs in the CACFP.
- 3) Only CACFP related costs may be paid using the CACFP reimbursement monies received from the F&M office.
- 4) Unallowable costs must be paid using the general funds account or other allowable sources.
- 5) Once payment has been made using CACFP funds, finance personnel will immediately record the amount of payment in the CACFP account ledger.